

AUTHOR GUIDELINES!

The authors should take into consideration the interdisciplinary and multinational addressability when they write their works. They should also take into consideration the implications of the analysis for the readers from other study areas, other countries and other subjects. The stereotypical presentation of individuals and social groups should be avoided.

The articles will contain the specified number of words including the abstract, keywords, notes and references:

1. For theoretical studies: 5000-7000 words
2. For empirical studies: 3000-7000 words
3. For described experiences and best practices: 1800-2200 words
4. For book reviews: 800-1200 words

The text should not have already been published or sent to another publication. If the author has a similar article published, he/she should specify this.

The text should respect the technical recommendations.

In order to ensure the peer-review process, the authors are asked to send the article in English Language.

Structure of article

The authors are asked to respect the following indications regarding *the articles' / chapters' structure*:

- TITLE: TNR, 14, centred, uppercase;
- Name and surname (TNR 12, right align);
- Contact details – as footnote, one for each author - academic title, the name of the department and of the institution, correspondence address, phone number, e-mail address (TNR 9);
- Abstract: 150 – 200 words, TNR, 10, 1;
- Key words: between 3 and 8, TNR, 10, right align, it;
- The main text: TNR, 12, line spacing 1.5, justified;
- Acknowledgments (if needed);
- The author's contribution to the article;
- Notes;
- References;
- A short CV with the main scientific contributions of the author, other publications.

The tables and the images should be presented one by one on the page at the end of the article, with title, numbering and the source.

Text style

The authors are asked to take into consideration the following indications regarding *the text's style*:

- For the English language use the British style;
- The first title should be written with bold, the first letter is capital and left aligned;
- Number the paragraphs or the sections with Arab numbers. Avoid very short paragraphs or one sentence paragraph;
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- For underlining use italic characters;
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- All the acronyms should be written fully for the first time, even those that are used really often (e.g. UK, EU etc);
- Footnotes are allowed only for details and technical information (including statistical data);
- Write 'percent' (not %!) with the exception of illustrative brackets;
- Do not leave empty spaces between text and punctuation.

Quotation and bibliography

Write the author's surname, the year of the book's apparition and the page (if it exists) between brackets, in the text (Cole 1992, p. 251).

For references that have between one and three authors, should be all mentioned (Cole, Green and Black 2003).

For references with four or more authors should be used the following formula: (Cole *et al.* 2003).

IMP: every author should be mentioned in the bibliography (it is not allowed a style as this: *et al!*).

The complete list of the quoted references, arranged in alphabetical order by surnames should be written with 1.5 line spacing, at the end of the article, using the following style:

1. Cole, T. (1992). *The Journey of Life. A Cultural History of Aging in America*. Cambridge University Press, Cambridge.
2. Elder, G.H. and Clipp, E.C. (1988). Wartime losses and social bonding: influences across 40 years in men's lives. *Psychiatry*, **51** (1), 177-198.

3. Ruth, J.-E. and Oberg, P. (1996), Ways of life: old age in life history perspective. In Birren, J.E., Kenyon, G., Ruth, J.-E., Schroots, J.F.F. and Svensson, T. (eds), *Aging and Biography: Explorations in Adult Development*. Springer, New York, 167-186.

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Please indicate, inside *text*: the known title of document and the identification code: (Com(2007) 332 Final) or the known title of document and year: Social assistance law (2011);

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- Mention the author, the date, the title, the institution that published or the name of the host institution, as the same as a printed publication.
- Then specify: Available online ator the Complete internet address [the date of the page's visit]

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- The tables should be in text or presented on separate pages at the end of the paper, consecutively numbered and you should write the source.
- The dimensions should fit the dimensions of a page of 228 x 152 mm (of which the text takes 184 x 114 mm).
- The title should be written before the table, with the first letter capital, italics.
- The content of the table: the names of the rows / columns should be written with the first letter capital. Short titles are preferred. The technical or methodological details (for example, the

sample, type of statistics) should be described in the name or in the notes regarding the tables. Only one decimal should be used.

Images

- The references are made on separate pages, consecutively numbered.
- The captions should be in separate files.
- Inside of the text you should mention the approximate place of the tables and images.

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